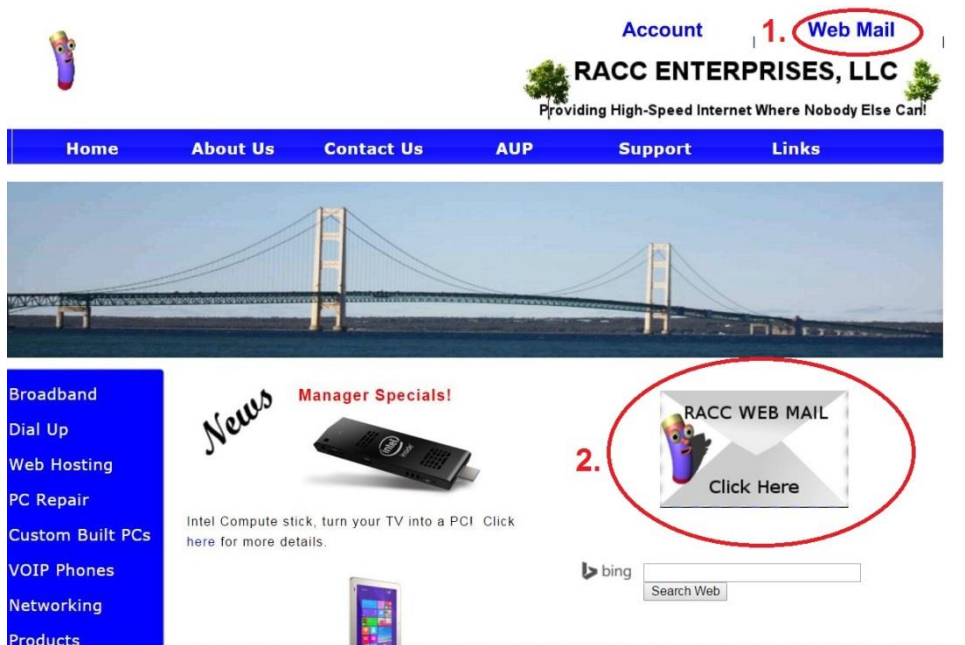


How To Add Folders To Your Webmail

Our webmail is only kept on our server for 30 days. Once it is removed, it cannot be recovered. If you want to keep your mail longer, you need to keep it in a separate folder. Following is the procedure to create a folder.

1. Go to webmail.racc2000.com from one of the links on our home page.



2. Log into your webmail account by entering your email address and password, then clicking on the Login button.



3. Click "Folders" at the top of the page.



4. That will bring up the folder entry page.

Folders

Create a new folder Create

New Folder:

Place folder under:

5. Enter a name for your folder in the New Folder field, and click the Create button.

Create a new folder Create

New Folder:

Place folder under:

6. The folder will be created, and the page should now look like this. Note that you can now create a folder, rename the folder or remove the folder.

Folders

The folder was created.

Create a new folder Create

New Folder:

Place folder under:

Rename an existing folder Rename

Rename Folder: To

Folder Delete

Stuff To Save

The folder list on the left hand side of the page has changed as well.



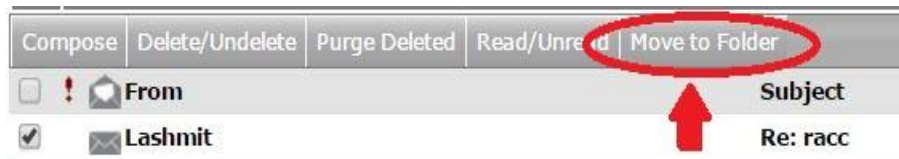
Now all you have to do is move the important messages to that folder.

1. Select the message that you want to move.

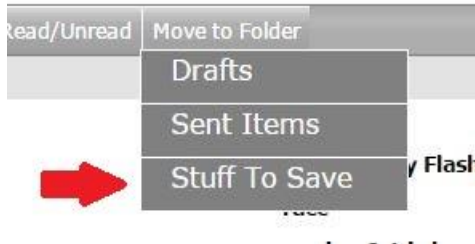
Compose Delete/Undelete Purge Deleted Read/Unread Move to Folder

<input type="checkbox"/>	From	Subject
<input checked="" type="checkbox"/>	Lashmit	Re: racc
<input type="checkbox"/>	Microsoft Learning	MCP Weekly Flash: November 5, 2015

2. Click "Move to Folder" to get a drop down list.



3. Select your folder.



If you click your folder, it now contains your message. The message will not be removed until you delete it.

Stuff To Save: 1 Message(s)

